

# City Manager

[City of Riverside, CA]

***“SEIZING OUR DESTINY - the Agenda for Riverside’s Innovative Future”** is the launching pad and call to action to make Riverside the place to live, learn, work, create, worship, invest, play and retire. Using modern economic development, we believe that by increasing the community’s quality of life we will fuel intelligent growth, encourage innovation, position Riverside as the location of choice for diverse and dynamic people, and attract desirable businesses and jobs to the region. With the development of this bold and extraordinary Agenda, our community is now set to embrace a comprehensive roadmap to guide the City into a prosperous future, choosing investments in the near term that will pay off for generations to come.*



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**CITY MANAGER**

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**City of Riverside, CA**

ROBERTS CONSULTING GROUP INC

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# City Manager

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### THE CITY

Founded in 1870, Riverside was built on land that was once a Spanish rancho. By 1882, there were more than half a million citrus trees in California, almost half of which were in Riverside. Today, Riverside is a vibrant city of more than 300,000 residents. It is the twelfth largest city in California and the County seat of Riverside County. Riverside offers a blend of small town charm and hospitality with the vision, energy and creativity of a rapidly developing metropolitan area, and is the hub of Inland Southern California. The City is ethnically and culturally diverse, with a large Hispanic/Latino population (45%). The foundation for the City's economy is solid, with the region's largest number of businesses and total jobs.

Encompassing 81.5 square miles, Riverside is approximately 60 miles east of downtown Los Angeles and 100 miles north of San Diego, and is strategically located among major transportation links including highways, commuter train stations and airports. It is centrally placed with convenient access from the Palm Springs area, the San Bernardino Mountains and Southern California beaches.

**The City is currently 90% complete or underway with its \$1.57 billion "Riverside Renaissance" initiative, investing in key projects throughout the City to enhance streets, medians, electric/water/sewer infrastructure, parks, libraries, police/fire facilities, arts/culture, as well as the downtown area (270 projects are complete, 86 projects are under construction, and 40 projects are out to bid or in design). This one-of-a-kind program also stimulates the regional economy and attracts significant private sector investments, further enhancing Riverside's reputation as Inland Southern California's preeminent community.**

**"Seizing Our Destiny - The Agenda for Riverside's Innovative Future" showcases the community's vision for the future of Riverside and highlights their next steps toward this goal. Why Riverside, why now? Riverside is a City ahead of its time and ahead of the curve. Their destination includes: 1) an outstanding quality of life, 2) a catalyst for innovation, 3) being a location of choice, and 4) a unified City for common good.** Their strategic routes, or how they will get there, include: a strong innovative economy that builds community; a well-developed, highly sought after workforce; lifelong learning for all; home of next-century health care; becoming a "green machine"; around the City, around the year, around the clock; transforming spaces into places; big city recreation with a hometown feel; creativity central; collaborating to build community; and telling Riverside's story.

In 2009, Riverside became the first city in California to be designated as an "Emerald City" by the California Department of Conservation, in recognition of the City's sustainable green initiatives. It also has an award winning high-tech City Hall. City projects and initiatives include a 4.9 GHz wireless network for Police/Fire, free wireless connectivity across the City, free wireless computers for low-income families, and video surveillance of parks, City facilities and key intersections. **In addition, Riverside was named one of the Top Seven Intelligent Communities of 2011, with this year's theme of Health in the Intelligent Community, making it one of the "most compelling models of best practice in economic and community development worldwide."**

The City is home to four internationally recognized colleges and universities with a current student population of about 53,000, including the prestigious University of California, Riverside (UCR), La Sierra University (LSU), California Baptist University (CBU) and Riverside Community College (RCC).

UCR rose to number five in the rankings of the nation's universities and colleges published by the Washington Monthly College Guide, and placing it in notable company between Stanford and Harvard. La Sierra University's Students in Free Enterprise (SIFE) team maintains its status as the winner

of more national titles than any team in the world, including two World Cups, for its business models focused on improving the lives of others. RCC offers more than 100 different degree and certificate programs and a variety of workforce preparation programs. CBU continues to expand its campus and degree offerings, most recently adding nursing and engineering to meet the growing demands of the region. These institutions enrich the community by providing educational opportunities to all of the region's residents, and in paving the way to future prosperity by creating a talented workforce equipped with 21st century skills. In addition, Riverside has about 60,000 K-12 students who are served by either the Alvord Unified School District (AUSD) or the Riverside Unified School District (RUSD), both of which are dedicated to the very highest standards in education.

The City of Riverside is a focal point for tourism in the region. The Riverside tourism industry is supported by the Riverside Convention Center and a variety of local hotels, including the historic Mission Inn (favored by presidents, royalty and movie stars). An assortment of historical landmarks, a stunning performing arts center, museums, shops, restaurants and places of entertainment are available for visitors and residents to enjoy. The City also hosts many annual events, such as the nationally renowned Festival of Lights holiday extravaganza.

Riverside offers a broad mix of housing options from live-work condominiums in downtown to historic neighborhoods, to the Greenbelt area which is home to the historic citrus industry known as California's second gold rush, to modern residential settings with dramatic views. Each option offers a range of pricing from affordable to high-end luxury. Quality homes are at their most affordable levels in many years, with the median price of a home in Riverside currently about \$200,000.

Through the City's Office of Historic Preservation, Riverside is committed to preserving its past as a firm foundation for the future. Over 100 City Landmarks, 20 National Register Sites and two National Landmarks have been designated by the City Council.

The City is served by a variety of land and air transportation facilities. Light rail commuter service is provided by Metrolink to Los Angeles and Orange counties. Interstate bus service is available via Greyhound, and local bus service is provided by the Riverside Transit Agency. Freight rail service to the City is provided by two major transcontinental railroads - Santa Fe and Union Pacific. Amtrak-operated passenger train service is available in San Bernardino, approximately 15 miles north of the City. Scheduled air transportation is available from the Ontario International Airport, about 18 miles to the west. The City-operated Riverside Municipal Airport is a general aviation facility. Finally, the City is served by the Riverside Freeway (State Route 91), which provides access to Orange County; Interstate 215, which connects the City to San Diego, San Bernardino and points beyond; and the Pomona Freeway (U.S. Highway 60), an east-west route.

The unique City Raincross symbol is derived from combining a replica of the mass bell used by Father Junipero Serra, missionary priest and founder of the California Missions, and the cross to which the Navajo and Central American Indians prayed for rain. The Raincross is used extensively throughout Riverside in its architecture, and holds a prominent spot on the City flag. It has been identified with Riverside since 1907.

### THE CITY GOVERNMENT

Riverside was incorporated in 1883. It is a full-service charter city with a Council-Manager form of government. The seven-member Council is elected by ward, on a non-partisan basis, for four-year overlapping terms. The Mayor is elected at-large and presides at Council meetings, interprets policies and programs to the community, and officiates at ceremonial



# City Manager

## [City of Riverside, CA]



events. The Mayor has a voice in all Council proceedings, but votes only to break a Council tie vote.

The City has a FY2011/12 total budget of \$993 million, including a general fund budget of \$211 million and a \$42 million reserve. There are 2,693 budgeted FTE staff positions. The City operates its own public utilities (electric and water) and its municipal airport.

The City of Riverside is committed to providing high quality municipal services to ensure a safe, inclusive and livable community. The City has identified eight core values: integrity and credibility, commitment to service and action, accountability, inclusiveness and diversity, loyalty, personal growth, innovation, and teamwork.

## KEY CHALLENGES AND OPPORTUNITIES

Key challenges and opportunities facing the City Manager include:

- \*Developing a modern community with a strong neighborhood feel.
- \*Creating high quality jobs.
- \*Promoting the City's positive image through effective and creative marketing and communication strategies.
- \*Facilitating cultural and sports programs that meet the needs of all community members and changes to meet the needs of future generations.
- \*Continuing the Renaissance Initiative with Phase II (e.g., library and museum expansion), as well as transitioning to the Seizing Our Destiny Agenda.
- \*Ensuring effective cost control through strong fiscal management.
- \*Increasing involvement of both affluent citizens and the disadvantaged in support of City programs.
- \*Strengthening the partnerships with the University of California, California Baptist University, La Sierra University and Riverside City College, which will add to the City's economic development efforts.
- \*Succession planning within the City government.

## THE POSITION

Subject to policy direction by the City Council, the City Manager coordinates the overall administrative activities and operations of the City; advises and assists the City Council, exercising independent judgment and initiative; and performs related work as required. The City Manager reports to and receives policy direction from the City Council, and exercises direction over non-Council appointed department heads.

Duties may include, but are not limited to, the following:

- \*Directs and participates in the development and implementation of goals, objectives, policies and procedures.
- \*Directs and participates, with department head cooperation, in the preparation and administration of the City budget.
- \*Prepares long-term plans of capital improvements with plans for their financing.
- \*Confers with department heads concerning administrative and operational problems, and makes appropriate decisions or recommendations.
- \*Prepares and submits to the City Council reports of finances and administrative activities; and keeps the City Council advised of financial conditions, program progress, and present and future needs of the City.
- \*Oversees the enforcement of all City ordinances.
- \*Directs the preparation of plans and specifications for work which the City Council orders.
- \*Interprets, analyzes and explains policies, procedures and programs.
- \*Confers with residents, taxpayers, businesses and other individuals, groups and outside agencies having an interest or potential interest in affairs of City concern.
- \*Responds to the most difficult complaints and requests for information.
- \*Represents the City in the community and at professional meetings as required.
- \*Coordinates City activities with other governmental agencies and outside organizations.
- \*Selects, supervises, trains and evaluates staff.
- \*Performs all duties as may be prescribed in the City Charter or required by City Council action.

The position is open due to the voluntary resignation of the City Manager to become the chief executive of Sacramento County.

## THE CANDIDATE

### Education and Experience

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- \*The equivalent of a master's degree, from an accredited college or university, with major work in public administration or a closely related field; **and** five years of progressively responsible experience in an administrative, managerial or staff capacity, involving responsibility for the planning, organization, implementation and supervision of varied work programs.
- \*Should have successful experience in finance and budgeting, economic development/redevelopment, public safety, transportation, utilities, sustainable green initiatives, public/media relations, intergovernmental relations, labor relations, obtaining grants and funding from other revenue sources, and working with educational institutions.

# City Manager

## [City of Riverside, CA]

\*California experience is a plus, though candidates from all geographic areas will be considered. Would prefer experience with a full service city. An understanding of both the public and private sectors is important.

\*Desire a stable employment history.

### **Knowledge, Skills and Abilities**

The selected candidate should have strong interpersonal skills, excellent written and oral communication skills, and knowledge of:

- \*Modern municipal administrative methods and procedures, organizations and functions.
- \*Current social, political and economic trends and operating problems of municipal government.
- \*Applicable federal and state laws, rules and regulations regarding local government operations.
- \*Principles of effective public relations and interrelationships with community groups and agencies, private businesses, and firms and other levels of government.

In addition, he/she should be able to:

- \*Provide effective leadership and coordinate the activities of a large municipal organization.
- \*Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- \*Appraise situations and people accurately and quickly and adopt an effective course of action.
- \*Serve effectively as the administrative agent of the City Council.
- \*Select, supervise, train and evaluate staff.

### **Management Style and Personal Traits**

The next City Manager should be able to provide and execute a long-term vision. He/She should be a people person, accessible, approachable, down to earth, visible and open. This person should be articulate and able to communicate in lay terms.

The ideal candidate will value shared governance, have respect for elected officials, and be responsive to and treat the Mayor and all Council members equitably. It is expected that he/she will keep the Mayor and Council informed in a timely and accurate manner (no surprises).

He/She should be entrepreneurial, decisive, willing to take responsibility for his/her actions, have a positive "can do attitude" and be a "closer." While the City Manager should be a strong financial manager with an expansive vision for civic development, he/she should also be a proven

leader in economic development thereby creating jobs to enhance human capabilities, and in consideration of sustainability and community safety.

In addition to being team oriented and a consensus builder, the City Manager should have the ability to motivate and set an example for staff. His/Her leadership style should demonstrate commitment to accountability and transparency, as well as being goal/results oriented, utilizing measurable outcomes.

This person should be visible and an active part of the community, but does not get out in front of the elected officials. He/She should be committed to community involvement and outreach, and possess a customer service orientation. The City Manager will be open to and initiate partnerships with established organizations including for-profit, non-profit, government, health and educational institutions (such as the University of California, California Baptist University, La Sierra University and Riverside City College) to improve the quality of life and services for a highly diverse citizenry.

The selected candidate should be honest, ethical and straightforward, possess integrity and be both trustworthy and able to trust. He/She should value equity and diversity, care about citizens, and be loyal, responsive and a good listener. This person should be intelligent, confident, innovative and creative, passionate, energetic and enthusiastic, and be able to think on his/her feet. Finally, he/she should be apolitical, yet politically sensitive, and have common sense, a professional presence and a sense of humor.

## **COMPENSATION**

The salary for this position is highly competitive, with hiring dependent upon the qualifications and experience of the selected candidate. In addition, benefits are provided which include: vacation, holidays and sick leave; choice of seven health plans, three dental plans and one vision plan (City pays up to \$1,006 per month for health and vision coverage, plus \$45 per month for dental coverage for employee and dependents); employer paid life insurance and accidental death & dismemberment coverage equal to twice the employee's annual salary plus \$1,000, to a maximum of \$700,000; voluntary long-term disability plan; workers compensation; 401(a) and 457 deferred compensation plans; Medicare participation; optional additional life insurance and flexible spending account; and an automobile allowance. The City is a member of the State of California Public Employees' Retirement System (CalPERS) and provides employees with the 2.7% @ 55 formula. The City is in the process of adopting a resolution in which new employees will pay 100% of the employee's standard contribution towards CalPERS (8%). The candidate selected via this recruitment may be subject to this new tier, depending on the hire date and the plan in effect on that date.

## **HOW TO APPLY**

**Send resumes by October 14, 2011 (email preferred) to:**

### **ROBERTS CONSULTING GROUP INC**

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Beverly Hills, CA 90209  
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*An Equal Opportunity/ADA Employer*

***Female, Minority and Disabled Candidates are Encouraged to Apply***

Additional information about the City of Riverside can be found on their website at [www.riversideca.gov](http://www.riversideca.gov).

